How do you begin to use technology in education? What should you be doing? While a complete and individualized answer to these questions would take more time, here are some possible things you can do now to get started.

- Assess what is going on around you. What is happening in your field? What kind of technology are people using? What is out-of-date and what are the new trends? Look for colleagues that are currently using technology in their courses. Ask them to show you what they are doing and how they are doing it.

  How the FTC can help: Attend our November technology brown bag sessions (each session will be on a Wednesday). Visit our web site and review our recommended reading list.

- Get access to a computer. All full-time faculty should have a computer in their office. While the campus is in the process of installing the high-speed network (UoRNet), faculty can come to the Fletcher Jones Center to read email, access the web, and to create course web pages and classroom presentations.

  How the FTC can help: Aside from the computers available at the FJC, the FTC has four computers (2 PC and 2 Mac). For security purposes, the FTC is a locked lab. Faculty can request their own key/security code authorization forms from Deborah Willis - FJC, x4965/(909) 335-4029 (with authorization from FJC, keys/codes are distributed by Campus Safety).

  The key/code will allow you to access the FTC while the building is open (Monday-Thursday 8:00 am to midnight, Friday 8:00 am – 5:00 pm, Saturday 9:00-5:00, and Sunday 11:00 am to midnight).

- If you have a computer either in your office or at home, become familiar with the equipment and the software that is installed. Basic troubleshooting skills are a necessity for everyone.

  How the FTC can help: attend workshops hosted by the FTC (dates will be announced soon).

- Gain access to the Internet (World Wide Web) either from on-campus or from home. Find out what is available on the Web by learning some advanced search skills. Begin asking students to review and comment on Web sites you have reviewed and approved.

  How the FTC can help: attend the Conducting Academic Research Using the Internet workshop hosted by the FTC/Library (dates will be announced soon).
Replace the use of overheads and films/videos with computer-based presentations that can include text, graphics, video, and animation. Learn how to use PowerPoint. For clip-art, try searching the web using search engines such as http://www.hotbot.com or http://www.altavista.com (look for the image search feature). Inexpensive clip-art collections can also be purchased from computer stores like CompUSA. Learn how to design clear presentations to make your message more effective (check out: http://horizon.unc.edu/ts/featured/1997-11.asp for a good “how-to” article and http://www.microsoft.com/Industry/legal/articles/powerpoint_dk.asp for ten tips to improve your presentation with PowerPoint).

*How the FTC can help:* attend a beginning PowerPoint workshop (dates will be announced soon). We can also provide small group instruction and follow-up assistance (we can even attend your first classroom presentation just for support!).

As you become more familiar with creating and delivering computer-based classroom presentations, begin thinking about making standalone modules that students can access in a lab setting. These “modules” are an excellent way to provide some baseline instruction prior to introducing a new topic or as a way for you to make your presentations available for after-class viewing. PowerPoint has an easy “Save as HTML” feature that turns your stand-alone presentation into a web presentation.

*How the FTC can help:* attend the advanced PowerPoint workshop (dates will be announced soon).

As you become proficient in module authoring, you may want to move up to an authoring package like HyperStudio (good starter package) or Authorware (more for the advanced user). A good way to learn more about this type of application is to look for a conference or workshop that is sponsored by the vendor.

*How the FTC can help:* basic workshops are being planned.

Consider using email with your students – for communications between you and them and as a way for them to communicate with each other. This is especially useful for group discussions or group assignments.

*How the FTC can help:* the University is looking into electronic tools for educators that will make using email/class discussion groups much easier. Look for announcements in late fall.

Consider ways that you can convert parts of your course into on-line components where you guide the students to information rather than being the direct provider.

*How the FTC can help:* attend brown bag sessions planned for each Wednesday in November.

Seek assistance of other people at University of Redlands who are using technology effectively.

*How the FTC can help:* attend brown bag sessions planned for each Wednesday in November. Contact Catherine Walker for an individual appointment to review your needs and to help you construct a learning plan.

Keep at it. Learning to use technology requires lots of learning time, especially at the beginning. Although initially time consuming, over time you will become extremely fast at producing results. Think small in the beginning, start with converting old presentations into new computer-based one with text, graphics, and animation. This is an easy way to see results fast!

*How the FTC can help:* attend the basic PowerPoint workshop (dates will be announced soon).